



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

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**MEMORANDUM**

**TO:** Local Health Department Directors

**THROUGH:** Craig Cooper, Manager  
Local Health Operations (LHO) Branch

**FROM:** Cynthia Robinson  
Cecilia Van Dyke

**DATE:** February 10, 2010

**SUBJECT:** Forms Ordering Process

This memorandum is a reminder, as well as to inform all Local Health Departments (LHD) of the forms ordering process. The LHD forms requisitions are created twice a month on the first and third Wednesday. LHD staff may view the forms ordering schedule on the CDS 2404 screen.

The entire forms ordering process may take up to three (3) weeks depending on the date the request was submitted. The three (3) week time-frame is an estimate from the time the order is placed on the CDS 880 screen and when the forms are mailed out to the LHD. A brief description of the forms ordering process is provided below:

- STEP 1:** The LHD will complete the supply requisition form using the CDS 880 Screen and submit order.
- STEP 2:** The LHO Branch will process all submitted orders according to the schedule on the CDS 2404 Screen. The form requisition report is then mailed to KCI for processing.
- STEP 3:** The Kentucky Correctional Industries (KCI) will process all form orders and mail the forms to the LHD and send an email notification to the LHO Branch once the order was mailed.

This forms ordering process will be reviewed at the upcoming CDP User's Meeting. In the interim, should you have questions or need further assistance, please contact Cynthia Robinson or Cecilia Van Dyke. They may be reached by email or by calling the LHO Branch at (502) 564-6663, option 5.